

Ledge Leadership
Young Adult Team Coordinator
Job Description - 2025

Location: Grey/Bruce County
Reports to: Co-Executive Directors
Job Type: Part-time (20 hours per week)
Salary: \$27/Hour
Application Deadline: April 30, 2025

About Us:

Ledge Leadership is a charitable organization committed to the belief that the world needs leaders who can lead relationally and share power. Our mission is to inspire young adults, ages 18-30, to “Lead Themselves and Thrive in Teams.” We help them gain clarity about their identity, develop strong teamwork skills, and take meaningful steps to positively impact the communities where they live, work, and learn. We offer virtual and in-person workshops, team-based training, individual and team coaching, and customized leadership programs.

Position Overview:

The Young Adult Team Coordinator is a peer-led position designed to empower rural young adults in fostering a mindset of volunteerism, leadership, and community engagement. With the support of the Ledge staff, the coordinator will form and lead teams of young adults, guiding them through a research-driven approach to understand the assets and needs of their peers and develop events, initiatives, and service projects that encourage volunteer participation.

This is a dynamic and hands-on role ideal for a young adult passionate about community building, leadership development, and peer engagement. The position offers an opportunity to make a meaningful impact while gaining valuable experience in volunteer coordination, event planning, and social impact work.

Key Responsibilities:

- 1. Team Formation** (in partnership with Ledge staff)
 - Create supporting information to generate interest in the young adult volunteer team
 - Design and implement a recruitment process to draw young adults to join a volunteer team to engage them in community-based projects
- 2. Team Leadership**
 - Foster a collaborative and inclusive team culture
 - Oversee the team’s work through peer research and event planning
 - Support participants in developing their own leadership and service mindset
- 3. Communication & Reporting**
 - Maintain regular communication with young adult team members and the Co-Executive Directors
 - Provide regular reports on team progress and volunteer hours to the Co-Executive Directors
- 4. Ledge Team Engagement**
 - Participate in regular meetings virtually or in-person with the Co-Executive Directors
 - Strive to follow the 6 Relational Principles outlined in the Ledge Culture document. To view the document, follow this link – <https://www.ledgeleadership.com/employment>

Qualifications & Skills:

- Passion for community engagement, volunteerism, and peer leadership
- Strong interpersonal and communication skills to engage and motivate young adults
- Comfortable with facilitating discussions, leading group activities, and mentoring peers.
- Experience in volunteering, community projects, student leadership, or social initiatives is preferred but not required
- Creative and adaptable mindset, with a willingness to explore new engagement strategies
- Strong organizational skills and ability to work independently while also collaborating with a team
- Passion for Ledge's mission and a commitment to making a positive impact in the lives of young adults
- Post-secondary degree is an asset but not required

At this point, we hope you're feeling excited about this job description. Even if you don't feel that you meet every single requirement, we still encourage you to apply. We're eager to meet people who believe in our mission and can contribute to our team in a variety of ways—not just candidates who check all the boxes. We want people to feel comfortable expressing their true selves and to come, stay, and do their best work here.

How to Apply:

Please send your resume and cover letter to info@ledgeleadership.com by April 30, 2025. In your cover letter, please share why you're passionate about our mission and how your experience aligns with this role.

Ledge is an equal opportunity employer and encourages applications from all qualified individuals.